



King County

VOTER SERVICES LIAISON (SPECIAL PROJECTS MANAGER I)

Term Limited Temporary (Project) Position

DEPARTMENT OF EXECUTIVE SERVICES RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION

Annual Salary Range \$71,245 – \$90,307

Job Announcement: 06WM6001

OPEN: 4/12/06 CLOSE: 4/26/06

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent to: King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104. Application materials must be received by 4:30 pm on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ward MacKenzie, at (206) 296-1584 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, letter of interest (detailing your background and describing how you meet or exceed the requirements) and a written response to the attached supplemental questionnaire.

WORK LOCATIONS: King County Administration Building, 500 4th Ave., Room 553, in Downtown Seattle

WORK SCHEDULE: This position is not overtime eligible. The typical workweek is 40 hours, 8:00 a.m. to 5:00 p.m. Monday through Friday or other schedule as assigned. This position may require additional hours during elections.

JOB DUTIES: This is a two year grant funded project position created to enhance the transparency and responsiveness of King County Elections. The successful candidate will report to the Director of the Records, Elections and Licensing Services Division or his designee and will be responsible for the design, implementation and management of a new and unique Voter Services Liaison program for King County Elections. The intent of the program is to assist with maintaining the integrity of the elections process by providing a means for citizens, groups of voters, and stakeholder organizations to identify concerns related to voting and voter registration, establishing a process for reviewing those concerns, and recommending appropriate resolutions. Duties may include:

- Assist in voter education and offer pro-active response to concerns about the integrity of voter registration rolls and the transparency of the elections process in King County.
- Investigate and make determinations on citizen and stakeholder complaints about the voter registration, ballot access, and other election related issues in King County (including alleged voting irregularities, voter registration challenges, and complaints about voter registration and ballot processing).
- Assist in finding resolutions and recommending actions to resolve identified problems.
- Serve a liaison role with the political parties, law enforcement, and the prosecuting attorney.

- Coordinate voter registration challenges.
- Review canvass board, voter, and organizational concerns about voter registration, ballot access, and other election related issues and recommend appropriate response, referral, and/or action.
- Develop outreach activities associated with the types of concerns or issues reviewed.
- Coordinate with stakeholders, businesses and community groups to conduct outreach and provide information and materials related to voting and voter registration.
- Prepare briefings and/or recommend the nature of communications that will be provided by the agency to the Executive, Council, public, stakeholders and/or complainants, taking into consideration the need for confidentiality.
- Analyze program results and prepare internal reports for grant funding source and/or agency of program findings, results and recommendations for improving the voter registration, ballot access, and other election related functions and systems.
- Participate in preparing public reports on activities and outcomes of the Voter Services Liaison program.
- Assist in the preparation of web pages, brochures, and other communications for public viewing.

QUALIFICATIONS:

Complete applications will be reviewed to determine if the applicant meets these minimum qualifications:

- Bachelor's degree in public administration, political science, communications or related field.
- Four years of progressive experience in positions requiring knowledge of public policy, audits, investigations and/or legal processes, preferably in a governmental environment.
- A Master's Degree in public administration, political science, management or a law degree may be substituted for up to two years of experience.
- Or, any combination of education and experience that demonstrates the ability to perform the functions of this position.

Applicants who meet the minimum qualifications will be screened based on the following qualifications:

- Demonstrated experience in design, implementation and coordination of a public agency program and/or policy initiative.
- Demonstrated experience in conducting program and/or policy research using analytical and problem-solving skills.
- Ability to use effective listening skills, deal professionally and tactfully, and work collaboratively with diverse individuals and/or stakeholder groups to achieve solutions to problems.
- Ability to work independently and with minimal direction to achieve overall program goals and follow through with assignments.
- Proven ability to interpret, apply and follow established rules, regulations, codes, policies, procedures or ordinances.
- Ability to work successfully with others in a diverse, team oriented office environment.
- Ability to manage a heavy workload with varying duties and responsibilities using effective time management, efficient work methods, and prioritizing work activities.
- Ability to use office and presentation software in a Windows environment including MS Word, Excel, Power Point and Outlook (or equivalent).
- The ability to clearly communicate orally and in writing including proper use of English, grammar, and spelling and ability to apply appropriate tone to correspondence.

DESIRABLE QUALIFICATIONS:

- Knowledge of and ability to work effectively within Washington State Elections laws and policies.
- Knowledge and experience in a liaison, facilitation, or advocacy role in a high profile, public sector environment.

SELECTION PROCESS: All application materials will be screened for completeness and evaluated based upon qualifications, training, education and experience. The most competitive applicants will be interviewed.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License or the ability to travel around the county in an efficient manner.

CLASS CODE: 2502100

Voter Registration Voter Services Liaison Position SUPPLEMENTAL APPLICATION QUESTIONNAIRE

Provide a concise written response (not exceeding one page with ½" margins and 10 point type for each question) to each of the questions below. Both content and writing ability will be considered. Please print your last name and first initial at the top of each page you submit.

1. Describe your professional experience providing Voter Services Liaison and/or advocacy services, including specific information about the organization(s), the regulatory or policy environment(s), and the population(s) served.
2. Describe the goals and desired outcomes for the position(s) listed above, and what you did to ensure that they were met.
3. What were the biggest challenges you experienced and how did you overcome them to achieve success?
4. Describe how you have worked with stakeholder groups and the general public to educate, inform, and resolve problems and what were the most effective methods used to accomplish this?
5. Describe how you have reported program results and progress to agency managers, politicians and stakeholders, including your preferred methods for communicating and distributing information.